

### **Team meeting 1 - Creation of Team VERITAS**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:30 9/5/2017

#### Notes

- Discussed project
- Created team contract, can be found with each member and on team wiki
- Decided on specific jobs and which person is in charge, can be found in detail on team contract
- Traded contact information and discussed preferred ways of contact
- Decided on team meeting times for future meetings

### **Team meeting 2 - Meeting with mentor Professor Bruce Bolden**

Attended - All members of team VERITAS were present

Meeting time - 10:30-11:05 9/12/2017

#### Notes

- Project Needs
  - Secure Website and Database
  - Documentation needs to be very detailed
  - Start designing with security in mind
  - Possible Questions for Thursdays Sponsor meeting
  - Budget?
- Project Notes
  - All project are different, we may need to implement a little before designing to much so we can get ideas and experience
  - Possibly build a prototype website to get experience
  - Professor Conte de Leon had an old capstone team create him a secure database, we could possibly meet with him to gain knowledge and advice

### **Team Meeting 3 - Meeting with PNNL Sponsor**

Attended - All members of team VERITAS were present

Meeting time - 2:00 - 2:36 9/14/2017

#### Notes

- Discussed project needs and possible tool use
- Everything needs to be documented very well for future use
- Stretch goal discussed

- Set February Beta release goal
- Next meeting will be scheduled in 2 weeks, sponsor would like to see rough database design and a rough sketch of website

#### **Team Meeting 4 - First design meeting**

Attended - Joel, Animesh, and Jocelyn

Meeting time - 10:45 - 11:20 9/26/2017

##### Notes

- Talked about website design and drew up rough design specs
- Talked about public database and decided on a layout
- Created a rough design on how the two will work together
- Meeting with sponsor Oct 5

#### **Team Meeting 5 - Portfolio Creation**

Attended - All members of team VERITAS were present

Meeting time - 2:00 - 2:30 10/3/2017

##### Notes

- Discussed sponsor meeting and objectives
- Designed and created portfolio using class slides layout
- Some criteria we were unable to fill out at this time, to be added later

#### **Team Meeting 6 - Second Sponsor Meeting**

Attended - Joel, Animesh, and Jocelyn

Meeting time - 2:00 - 2:40 10/5/2017

##### Notes

- Reviewed design prototypes and talked about modifications needed
- Need basic prototypes for web page and database by end of semester
- Most important focus is security and accessibility
- 2 weeks till next sponsor meeting, Thursday week of the 23rd or the next Wednesday
- Start website implementation
- Start SCRUM designing
- Sponsor needs wiki page access, final design can be put on wiki
- Pnnl logos not everywhere, other businesses might pick this up
- Talk to Dr. Jim about website accessibility

- Weasel words on front page instead of welcome info
- Possibly stretch goal of comparing product information
- Keep in mind that phone or tablet may access website
- No info from browser ever, need to access database through server only
- Delay is fine for the cost of security

#### **Team Meeting 6 - Team meeting**

Attended - All members of team VERITAS were present.

Meeting time - 3:30 - 4:20 10/31/2017

##### Notes

- Start with template or wix
- Meetings starting every week on Tuesday and/or Thursday
- Nginx and html5 will be used
- Start working on design review
- Use private Bitbucket with team pull review

#### **Team Meeting 7 - Team meeting**

Attended - All members of team VERITAS were present

Meeting time - 3:45 - 4:45 11/2/2017

##### Notes

- Host on aws cloud, no longer getting remote access to PNNL
- Template is ok, no logo allowed
- URL needs to not include search input
- Worked on starting website, jobs assigned
- Using the start website Animesh created

##### Current goals

- Joel - Test database creation
- Alex - Postcard creation
- Jocelyn - Create full page view

#### **Team Meeting 8 - Third Sponsor Meeting**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:15 11/7/2017

##### Notes

- Add a button but allow for clicking anywhere on postcard view to take us to full page view
- How much resources do we need?
- Will we need videos along with pictures?
- Database needs to at least be password protected.
- Using php to connect html to database
- Design review setup for tuesday the 14th, discuss with other capstone team

### **Team Meeting 9 - Design Review Presentation Prep**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:45 11/9/2017

#### Notes

- Worked on design review slides
- Talked about how we will present
- Talked about timing and goals for presentation
- Set goals for finishing design review

### **Team Meeting 10 - Design Review Presentation Prep**

Attended - All members of team VERITAS were present

Meeting time - 2:00 - 3:30 11/14/2017

Design review time - 3:30 - 4:15

#### Notes

- Finalized design review
- Printed slides off for design review handout
- Went over what would be said and practiced
- Completed design review

### **Team Meeting 11 - Design Review**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:00 11/16/17

#### Notes

- Take a look at mySQL and interactions with HTML over break. Try to familiarize ourselves
- Learn integration of SQL and PHP
- Possibly create a script to create new buttons automatically on input

- Dynamic thinking
- Make sure all code is commented strongly
- Research how the server will take query from websites and how to handle multiple requests

### **Team Meeting 12 - Team Meeting**

Attended - All members of team VERITAS were present

Meeting time - 7:00 - 8:00 11/30/17

#### Notes

- Met about snapshot day and planned our board
- Talked about what was done over break
- Assigned papers to print for snapshot board

### **Team Meeting 13 - Team Meeting**

Attended - All members of team VERITAS were present

Meeting time - 7:00 - 7:50 12/1/17

#### Notes

- Got AWS up
- Discuss snapshot day 2
- Created a team gmail for AWS
- Sponsor helped with AWS setup
- Made plan for next meeting, bring printed slides for poster board

### **Team Meeting 14 - Team Sponsor Meeting**

Attended - All members of team VERITAS were present

Meeting time - 2:00 - 2:30 12/5/17

#### Notes

- Reviewed portfolio
- Talked about current progress and problems we are currently facing
- Reviewed schedule for next semester

### **Team Meeting 15 - Team Meeting**

Attended - All members of team VERITAS were present

Meeting time - 2:30 - 4:00 12/5/17

#### Notes

- Worked on and researched connecting server and web pages
- Discussed plan for over break
- Worked on final portfolio needs

#### **Team Meeting 16 - Team Meeting**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:20 - 12/7/17

##### Notes

- Worked on and completed Fall 2017 portfolio
- Talked about server problems involving php

#### **Team Meeting 17 - Team Meeting**

Attended - All members of team VERITAS were present

Meeting time - 8:30 - 9:30 - 1/19/18

##### Notes

- Discussed team availability for meetings - Friday 3:30 will be the weekly team meeting. More meetings will be discussed as needed.
- Worked on the Expo registration

#### **Team Meeting 18 - Team Meeting**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:00 1/26/18

##### Notes

- Discussed the overview for the rest of the semester
- Set up a meeting for setting up SQL database setup and connecting websites to server. This weekend at Sunday at 11am in the library.
- Nginx is up, running and prepared for weekend work.
- Discussed expo, table layout and poster board
- Talk to sponsor about poster board during Wednesday meeting

#### **Team Meeting 19 - Team Meeting**

Attended - All member of team VERITAS were present

Meeting time - 11:00 - 2:15 1/28/18

##### Notes

- Discussed current project and details on how we will connect everything
- Finished connecting to sql, will work on connecting websites and displaying information correctly
- Worked on individual projects

#### **Team Meeting 20 - Team Meeting**

Attended - Animesh, Alex, and Jocelyn

Meeting time - 12:30 - 1:00 1/31/18

##### Notes

- Discussed idea about indexing database for speed and security
- Talk with sponsor about possibly removing the search bar in place of an exhaustive checklist
- Covered current work being done and what needs to be done

#### **Team Meeting 21 - Team Sponsor Meeting**

Attended - All members of team VERITAS were present

Meeting time - 1:00 - 1:25 1/31/18

##### Notes

- 2/9/18 Friday design review
- Briefed sponsor on current progress
- Possibly remove search bar, leave in but comment out
- Make an exhaustive search column instead
- Expo poster design due to sponsor by end of March (needs about 4-6 days to print) \*Date may change

#### **Team Meeting 22 - Team Meeting (Design review prep)**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:45 2/7/18

##### Notes

- Created detailed design review slides
- Made small changes to website
- Contacted all involved parties for the design review

#### **Team Meeting 23 - Team Design Review**

Attended - All members of team VERITAS were present

Meeting time - 11:30 - 12:00 2/9/18

#### Notes

- Completed Detailed Design Review
- Both sponsor and lead instructor were present

#### **Team Meeting 24** - Team Work Meeting

Attended - All members of team VERITAS were present

Meeting time - 11:00 - 12:30 2/25/18

#### Notes

- Goals: Connect web pages, excel database sync, convert checkboxes to SQL query
- Accomplishments: Indexed properly passed from postcard view to full page view, progress made on database and

#### **Team Meeting 25** - Team Meeting

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:15 3/2/2018

#### Notes

- Talked about current progress since last meeting
- Discussed mid-semester snapshot day, teammate review form, and portfolio
- Things to be done before April
  - Home page needs to dynamically access the database to get list of columns to populate dropdown boxes
  - Full page needs to be more dynamic
  - Make postcard view modular
  - Data Entry
  - Work on Encryption